# Substance Abuse and Crime Prevention Act SACPA Reporting Information System

# User Manual

**Updated: August 28, 2003**

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**Part Five:
Quick
References**

### Add Financial Status Report (page 87)

1. Select the Submissions link on the Navigation bar.
2. Select the link of the fiscal year for which you are submitting your Financial Status Report.
3. Select the Financial Status Report link.
4. Select the Add a Financial Status Report link.
5. Determine if you want to add a report using a blank template (page 87) or copy data from an existing report and select the appropriate link (page 91).
6. Select the Financial Status Report link.
7. Enter Excess Funds Carried Over from the Prior Fiscal Year.
8. Enter Outlays (Expenditures) for Drug Treatment, Additional Services, and Other Services for the fiscal year.
9. Enter Income from Other Income, Client Fees, Providers for Audit Exceptions, and County/Local Agencies for the fiscal year.
10. Click Save.

### Update Financial Status Report (page 98)

1. Select the Submissions link on the Navigation bar.
2. Select the link of the fiscal year for which you are updating your county plan.
3. Select the Financial Status Report link
4. Select the Update or View a Financial Status Report link.
5. Select the link of the report you wish to update (the report status acts as a link to the report).
6. Select the Financial Status Report link.
7. Update fields as necessary.
8. Click Save.

### Delete Financial Status Report (page 104)

1. Select the Submissions link on the Navigation bar.
2. Select the link of the fiscal year for which you are updating your county plan.
3. Select the Financial Status Report link.
4. Select the Delete an Existing Financial Status Report link.
5. Click the Delete button next to the Financial Status Report you wish to delete.

## Part Five: Financial Status Report

| | |
|---|---|
| **Creating a New Financial Status Report** | **There are two ways to create a Financial Status Report for a specified fiscal year:** |
| | By using a blank template. |
| | By making a copy of an existing Financial Status Report from another fiscal year and updating it. |

| | |
|---|---|
| **Using a Blank Template** | **Note:** *Use the following procedure to create a Financial Status Report if no Financial Status Report exists for the fiscal year.* |

1. Log on to the SRIS. For help logging on, refer to page 2.

2. Click the Submissions link on the navigation bar, and then click the link for the fiscal year of the document you would like to create. Once you have selected the year, you will be directed to a page displaying the options for the selected fiscal year.

3. Click the Financial Status Report link. A Select an Activity page will be displayed. Figure 5.1 is an example of the Fiscal Year Options page.

**Figure 5.1: Fiscal Year Options Page.**

4. Click the Add a Financial Status Report link on the Select an Activity page, and a second Select an Activity page will be displayed.  See figure 5.2 for an example of the Select an Activity page.

**Figure 5.2:
Select an
Activity Page.**



5. Click the Create a new Financial Status Report Using a Blank Form link displayed on the second Select an Activity page displayed.  Figure 5.3 is an example of the Second Select an Activity page with the Create a new Financial Status Report Using a Blank Form link.

**Figure 5.3:
Second Select an
Activity Page.**
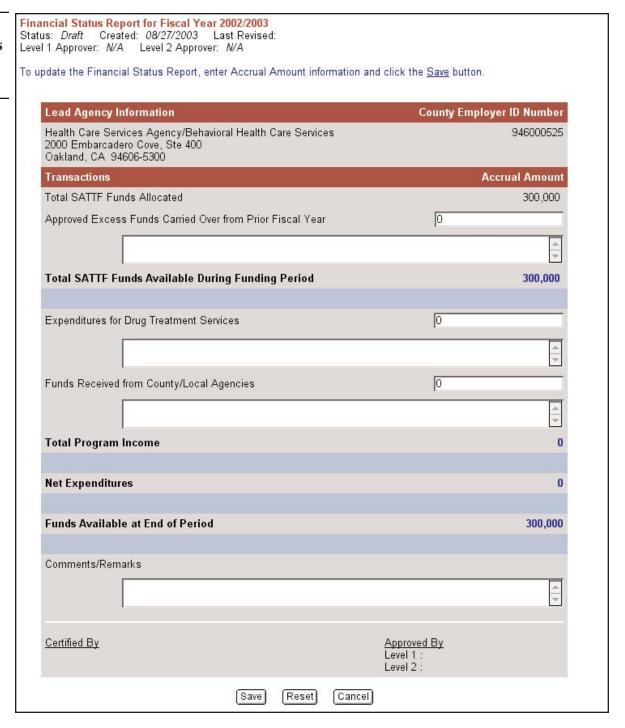


6. Click the Financial Status Report link on the Financial Status Report page displayed. Figure 5.4 is an example of the Financial Status Report Form page, which offers the options: update the Financial Status Report Form, update the status or add approvals to the report.

**Figure 5.4:
Financial Status
Report
Page.**



7. Enter the data in the fields to create the Financial Status Report, and click the **SAVE** button at the bottom of Fiscal Status Report data entry page. See figure 5.5.

8. Click the Prior Page link at the bottom of the Financial Status Report data entry page to return to the Financial Status Report Form page. See figure 5.5 for an example of the Financial Status Report Form page.

**Figure 5.5: Financial Status Report Form Page.**

**Financial Status Report for Fiscal Year 2002/2003**
Status: *Draft*    Created: *08/27/2003*    Last Revised:
Level 1 Approver: *N/A*    Level 2 Approver: *N/A*

To update the Financial Status Report, enter Accrual Amount information and click the Save button.

| Lead Agency Information | County Employer ID Number |
|---|---|
| Health Care Services Agency/Behavioral Health Care Services 2000 Embarcadero Cove, Ste 400 Oakland, CA 94606-5300 | 946000525 |

| Transactions | Accrual Amount |
|---|---|
| Total SATTF Funds Allocated | 300,000 |
| Approved Excess Funds Carried Over from Prior Fiscal Year | 0 |
| | |
| **Total SATTF Funds Available During Funding Period** | **300,000** |
| | |
| Expenditures for Drug Treatment Services | 0 |
| | |
| Funds Received from County/Local Agencies | 0 |
| | |
| **Total Program Income** | **0** |
| | |
| **Net Expenditures** | **0** |
| | |
| **Funds Available at End of Period** | **300,000** |
| | |
| Comments/Remarks | |

Certified By

Approved By
Level 1 :
Level 2 :

[Save]  [Reset]  [Cancel]

| | |
|---|---|
| **Using an Existing Finacial Status Report** | Create a new Financial Status Report by using an existing Financial Status Report as a template and updating the data.
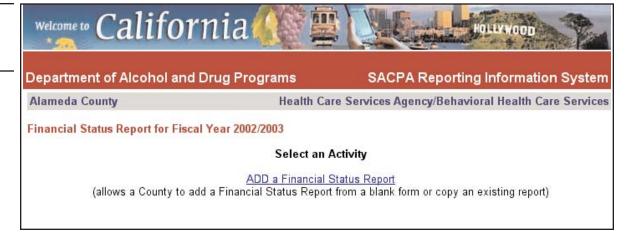
1. Log on to the SRIS. For help logging on, refer to page 2.

2. Click the Submissions link on the navigation bar, and then click the link for the fiscal year of the document you would like to create. Once you have selected the year, you will be directed to a page displaying the options for the selected fiscal year.

3. Click the Financial Status Report link. A Select an Activity page will be displayed. See figure 5.6 for an example of the page with the Financial Status Report link. |

| | |
|---|---|
| **Figure 5.6: Fiscal Year Options Page.** | |

**Department of Alcohol and Drug Programs**　　　　**SACPA Reporting Information System**

Alameda County　　　　Health Care Services Agency/Behavioral Health Care Services

**Fiscal Year 2002/2003**

To begin, enter your rollover amount from the prior year using the Fiscal Year Set Up link below:

Fiscal Year Set Up

Next, select the submission type you would like to complete:

County Plan

Expenditure, Client Counts and Wait List Report - First Six Months (July 1 to December 31)

Expenditure, Client Counts and Wait List Report - Annual (July 1 to June 30)

Financial Status Report

4. Click the Add a Financial Status Report link on the Select an Activity page, and a second Select an Activity page will be displayed. See figure 5.7 for an example of the Select an Activity page.

**Figure 5.7:
Select an
Activity Page.**

Department of Alcohol and Drug Programs          SACPA Reporting Information System

Alameda County                    Health Care Services Agency/Behavioral Health Care Services

**Financial Status Report for Fiscal Year 2002/2003**

**Select an Activity**

ADD a Financial Status Report
(allows a County to add a Financial Status Report from a blank form or copy an existing report)

5. Click the Create a New Financial Status Report by Copying an Existing Financial Status Report link displayed on the second Select an Activity page displayed.  Figure 5.8 is an example of the Select an Activity page with the Create a New Financial Status Report by Copying an Existing Financial Status Report link.

**Figure 5.8:
Second Select an
Activity Page.**

Department of Alcohol and Drug Programs          SACPA Reporting Information System

Alameda County                    Health Care Services Agency/Behavioral Health Care Services

**Add a Financial Status Report for Fiscal Year 2002/2003**

**Select an Activity**

Create a new Financial Status Report using a Blank Form
(allows a County to add a report starting with a blank form)

Create a new Financial Status Report by copying an Existing Financial Status Report
(allows a County to add a report using data from an existing report)

6. Click the link of the Financial Status Report you wish to copy from the Financial Status Report page displayed.  Figure 5.9 is an example of the Financial Status Report List page.

**Figure 5.9: Financial Status Report List Page.**

Welcome to **California**      HOLLYWOOD

**Department of Alcohol and Drug Programs**      **SACPA Reporting Information System**

Alameda County      Health Care Services Agency/Behavioral Health Care Services

**Add a Financial Status Report for Fiscal Year 2002/2003**

To add a Financial Status Report for Fiscal Year using data from an existing report, select the link of the Financial Status Report you wish to copy.

January 1 - March 31, 2001 (No Appeal)

January 1 - March 31, 2001 (Final)

January 1 - June 30, 2001 (Draft)

2001/2002 (Draft)

2002/2003 (Draft)

2003/2004 (Draft)

2004/2005 (Draft)

2005/2006 (Draft)

7. Click the Financial Status Report link. A Financial Status Report page will be displayed.

8. Enter the data in the fields to create the Financial Status Report, and click the **SAVE** button at the bottom of Fiscal Status Report data entry page.

9. Click the Prior Page link at the bottom of the Financial Status Report data entry page to return to the Financial Status Report Form page.

**Viewing or Updating an Existing Financial Status Report**

1. Log on to the SRIS. For help logging on, refer to page 2.

2. Click the Submissions link on the navigation bar, and then click the link for the fiscal year of the document you would like to create. Once you have selected the year, you will be directed to a page displaying the options for the selected fiscal year. Figure 5.10 is the Fiscal Year Options page.

**Figure 5.10:
Fiscal Year
Options Page.**



3. Click the Financial Status Report link.  A Select an Activity page will be displayed.

4.  Click the Update or View an Existing Financial Status Report link on the Select an
Activity page, and a second Select an Activity page will be displayed.  See figure 5.11 for
an example of the Select an Activity page.

**Figure 5.11:
Select an
Activity Page.**



5. Click the status link for the Financial Status Report you would like to view or update.
See figure 5.12

**Figure 5.12: Financial Status Report Page.**



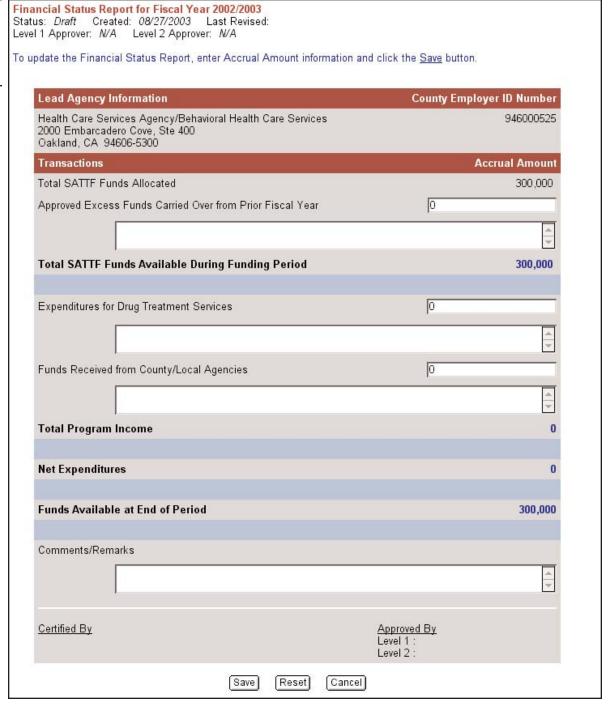6. Click the Financial Status Report link on the Financial Status Report page displayed. Figure 5.13 is an example of the Financial Status Report page.

**Figure 5.13: Financial Status Report Page.**



7. Enter the data in the fields to update the Financial Status Report, and click the **SAVE** button at the bottom of Fiscal Status Report Data Entry page. Figure 5.14 is an example of the Financial Status Report Data Entry page.

Welcome to California                    HOLLYWOOD

**Figure 5.14:**
**Financial Status**
**Report Data**
**Entry Page.**

**Financial Status Report for Fiscal Year 2002/2003**
Status: *Draft*    Created: *08/27/2003*    Last Revised:
Level 1 Approver: *N/A*    Level 2 Approver: *N/A*

To update the Financial Status Report, enter Accrual Amount information and click the Save button.

| Lead Agency Information | County Employer ID Number |
|---|---|
| Health Care Services Agency/Behavioral Health Care Services<br>2000 Embarcadero Cove, Ste 400<br>Oakland, CA  94606-5300 | 946000525 |

| Transactions | Accrual Amount |
|---|---|
| Total SATTF Funds Allocated | 300,000 |
| Approved Excess Funds Carried Over from Prior Fiscal Year | 0 |
| **Total SATTF Funds Available During Funding Period** | **300,000** |
| Expenditures for Drug Treatment Services | 0 |
| Funds Received from County/Local Agencies | 0 |
| **Total Program Income** | **0** |
| **Net Expenditures** | **0** |
| **Funds Available at End of Period** | **300,000** |

Comments/Remarks

Certified By                    Approved By
                               Level 1 :
                               Level 2 :

[ Save ]  [ Reset ]  [ Cancel ]

8. Click the Prior Page link at the bottom of the Financial Status Report data entry page to return to the Financial Status Report Form page.

9. Click either the Update Status or Approve the Report link.  You may update as often as necessary. See figure 5.15.

**Figure 5.15: Financial Status Report Page.**



**Financial Status Report Status**

Each Financial Status Report will be assigned a status. You will change the status of the Financial Status Report accordingly, as you progress through the development and approval phases.

| There are five status levels: |
| --- |
| **Draft**- The system automatically assigns this status to a report when it is first created. |
| **Final**- County users will mark a report with FINAL status when the plan is ready for approval by the appropriate county contact with Level 1 and/or Level 2 rights. Plans in FINAL status cannot be modified, except for status changes. |
| **Post Audit**- ADP will assign the "POST AUDIT" status to a report that has been reviewed and approved. Changing a report to POST AUDIT will automatically create a copy of the report with a status of FINAL. (Both the Level 1 approval and Level 2 approval must be present to move a report from a status of FINAL to POST AUDIT.) |
| **Under Appeal**- ADP will assign this status to a report to mark a plan that is under appeal. |
| **No Appeal**- ADP will assign the status of "NO APPEAL" to a report to mark a plan that has no appeal. |

> **Note: Approval Rules**
>
> *Level 1 and Level 2 approvals must be assigned for the status of a report to be changed from FINAL to POST AUDIT*
>
> *If the status of a report is changed from FINAL to DRAFT the approvals are deleted.*
>
> *A single user may be assigned Level 1 and Level 2 approval rights, but the same user cannot designate Level 1 and Level 2 approvals for a given Financial Status Report.*

**Updating Financial Status Reports**

1. Log on to the SRIS. For help logging on refer to page 2.

2. Click the Submissions link on the navigation bar, and then click the link for the fiscal year of the document you would like to create. Once you have selected the year, you will be directed to a page displaying the options for the selected fiscal year. Figure 5.16 is an example of the Fiscal Year Options page.

**Figure 5.16: Fiscal Year Options Page.**



3. Click the Financial Status Report link.  A Select an Activity page will be displayed.

4. Click the link on the Select an Activity page, and a Financial Status Report page will display the reports. See figure 5.17 for an example of the Financial Status Report page.

**Figure 5.17: Select an Activity Page.**



5. Click the link of the Financial Status Report you wish to update on the Financial Status Report page displayed. Figure 5.18 is an example of this page.

**Figure 5.18: Financial Status Report Page.**



6 . Click the Update Status link on the Financial Status Report Status page displayed. Figure 5.19 is an example of the Financial Status Report page.

**Figure 5.19: Financial Status Report  Page.**



7. Click the radio button to update the Financial Status Report, and click the **SAVE** button at the bottom of the page. See figure 5.20 for an example of the Financial Status Report Update Status page.

**Figure 5.20: Financial Status Report Update Status  Page.**

**Adding Financial Status Report Approvals**

Counties must attain two approvals on the Financial Status Report before ADP audits their Financial Status Reports. Approvals can only be added to a plan with a FINAL status, and can be added in any order.

1. Log on to SRIS. For help logging on, refer to page 2.

2. Click the Submissions link on the navigation bar, and then click the link for the fiscal year of the document you would like to create. Once you have selected the year, you will be directed to a page displaying the options for the selected fiscal year. Figure 5.21 is an example of the Fiscal Year Options page.

**Figure 5.21: Fiscal Year Options Page.**



3. Click the Financial Status Report link. A Select an Activity page will be displayed.

4. Click the Update or View an Existing Financial Status Report link on the Select an Activity page, and a Financial Status Report page will display the reports. See figure 5.22 for an example of the Financial Status Report page.

**Figure 5.22:
Select an
Activity Page.**

Department of Alcohol and Drug Programs            SACPA Reporting Information System

Alameda County                    Health Care Services Agency/Behavioral Health Care Services

Financial Status Report for Fiscal Year 2002/2003

**Select an Activity**

UPDATE or View an Existing Financial Status Report

DELETE an Existing Financial Status Report

Prior Page

5. Click the link of the Financial Status Report you wish to update on the Financial Status Report page displayed.  Figure 5.23 is an example of this page.

**Figure 5.23:
Financial Status
Report Page.**

Department of Alcohol and Drug Programs            SACPA Reporting Information System

Alameda County                    Health Care Services Agency/Behavioral Health Care Services

Financial Status Report for Fiscal Year 2002/2003

To view/update a Financial Status Report, select the link of the Financial Status Report you would like to view/update.

**Note:** A Financial Status Report with a Status of 'Post Audit', 'Under Appeal' or 'No Appeal' may not be updated without a status change by the ADP Liaison.

| Last Revised | Created | Status | Level 1 Approval | Level 2 Approval |
|---|---|---|---|---|
| | 08/27/2003 | Draft | | |

Prior Page

6. Click the Approve Financial Status Report link on the Financial Status Report page displayed.  Figure 5.24 is an example of the Approve Financial Status Report link.

**Figure 5.24:
Financial Status
Report Page.**



7. Click the appropriate approval button on the bottom of the Approve Financial Status
Report page.

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**Note:**
*Click the Set Level 1 Approval button if you are a Level 1 Approver. Click the Set Level
2 Approval button if you are a Level 2 Approver. The page will automatically update,
and Level 1 Approval field will display approver's User ID.*

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**Financial Status
Report
Information**

Enter the following information to complete the Financial Status Report Information:

1. Enter/Update the Approved Excess Funds Carried Over From Prior Fiscal Year.
This field should include the total prior year excess funds carried over for use in  this fiscal
year.

2. Enter the total Expenditures for Drug Treatment Services (net of client fees for
treatment services, whether assessed by trial judge or the treatment program).

3. Enter the total Expenditures for Additional Services. For example, Family Counseling,
Vocational Training, and Literacy Training; supplemental to treatment pursuant to the Act.

4. Enter the total Expenditures for Other Services pursuant to the Act.  For example,
probation, court monitoring, and miscellaneous services.

5. Enter Other Income (Interest, Sale of Equipment, etc.).

6. Enter Client Fees Assessed by Trial Judges and Received by the County as described in 9 CCR 9532(a).

7. Enter the Client Fees Assessed by Trial Judges and Collected by Treatment Programs. Do not enter client fees offset by treatment programs against treatment costs (excluding drug testing) prior to reimbursement, in accordance with 9 CCR 9532 (b) and H&S Code 11991.5.

8. Enter the Client Fees Assessed and Collected by the County for County Operated Treatment Programs.

9. Enter the Funds Received from Client Fees Assessed and Collected by Treatment Programs for the Cost of Treatment.

> **Note:**
> *These funds are not totaled in the Total Program Income.*

10. Enter the Funds Received from Providers for Audit Exceptions of audit findings identified by the state, which necessitated the recovery.  This does not include amounts recovered through offset of payment to service providers.

11. Enter the Funds Received from County/Local Agencies for the purpose of the Act.

12. Enter any Comments/Remarks necessary.

13. Click the **SAVE** button.  The Financial Status Report page is redisplayed with recalculated totals.

14. Continue to enter/update information as necessary, and click the **SAVE** button when you are satisfied with the data.

**Deleting Financial Status Report Information**

1. Log on to the SRIS. For help logging on, refer to page 2.

2. Click the Submissions link on the navigation bar, and then click the link for the fiscal year of the document you would like to create. Once you have selected the year, you will be directed to a page displaying the options for the selected fiscal year. Figure 5.25 is an example of the Fiscal Year Options page.

**Figure 5.25:
Fiscal Year
Options Page.**



3. Click the Financial Status Report link.  A Select an Activity page will be displayed.

4. Click the Delete an Existing Financial Status Report link on the Select an Activity page, and a Financial Status Report page will display the reports. See figure 5.26 for an example of the Financial Status Report page.

**Figure 5.26:
Select an
Activity Page.**



5. Click the **DELETE** button next to the Financial Status Report you wish to delete.  The message, "Are you sure you want to delete this Financial Status Report?" is displayed.

> **Note:**
> *Only reports in Draft status can be deleted.*

6.  Click **OK** and the requested Financial Status Report will be deleted.